



BOOKING FORM

Company/organisation name: _____
(Please note that invoices will be issued in this name only)

Please tick which group your organisation belongs to:
 Community and/or Not for profit Organisations Commercial and/or Internal
(Please include Certificate of Incorporation)

Contact name: _____ Position: _____

Telephone no: _____ Mobile: _____

Postal address: _____

Email address: _____ Fax no: _____

Event name: _____

Description of the event: _____

Date	No. People Attending	Arrival Time on site	Time of Leaving site	Type of Event

Please tick the event area that you wish to book:

SMALL EVENTS	
Area 1 - Lawn 1	Area 3 – Market space
Area 2 - Lawn 2	Area 4 – Civic Platform (from Apr 2016)
MEDIUM EVENT	
Area 5	
LARGE EVENT	
Area 6	
Please tick relevant services you may like assistance with Beenleigh Town Square Precinct Manager	
Catering	Technical
Tables or chairs	Other

Logan City Council is collecting your name, address, phone number and email address in order to hire out our facilities. This information will only be accessed by employees of Logan City Council. Some of this information may be given to our Community Engagement and Marketing Branch for the purpose of future marketing activities. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

OFFICE USE ONLY: DATE RECEIVED: _____



CHECKLIST: Please indicate whether the proposed event will require:	
Road closure permit	
Event Management Plan	
Temporary food stall licence	
Event License	
Market License	
Liquor license	
Amplification of music or sound	
Busking permit	
Touting permit	
Stall permit	

Insurances	
I have current public liability insurance to the value of \$20 million and enclose a copy of a Certificate of Currency together with evidence that the premium has been paid.	
I do not have current public liability insurance, but undertake to obtain public liability insurance to the value of \$20 million and submit a copy of a Certificate of Currency together with evidence that the premium has been paid to the precinct manager.	

Other information: _____

Please note completion of this form is not a confirmation of your booking. To check if your required date is available please email your enquiry to beenleightownsquare@logan.qld.gov.au or call (07) 3412 4247. Fees and security bonds (if applicable) are payable prior to an event and must be cleared by due date. All cheques should be made out to Logan City Council. Please contact this office should you require a tax invoice.

Bookings are not confirmed until fees and security bonds are received

Once the booking form is completed please return by email to beenleightownsquare@logan.qld.gov.au
 It is acknowledged that once an event is confirmed it may be published on Council's event calender.

Event Organiser's Signature: _____ Date: _____

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